

DLAM 8000.3 MOCAS USERS MANUAL FOR CONTRACT ADMINISTRATION

PART 4 CONTRACT PROPERTY MANAGEMENT

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PART 4 CONTRACT PROPERTY MANAGEMENT

CHAPTER 1 OUTPUT PRODUCTS

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PART 4 PROPERTY MANAGEMENT

CHAPTER 1 PROPERTY REPORTS

4.1.1 CHAPTER OVERVIEW

4.1.2 HARD COPY REPORTS

4.1.2.1 UNKF500A - CONTRACTS RECEIVED LIST

DATA SUMMARY

DATA NAME/ID:	Contracts Received List - UNKF500A
PURPOSE:	To provide a listing of all PIINs received from the MOCAS for Property Administration.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	Daily - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	If no Property Contracts were assigned to a particular CAO on a given day a negative report will <u>NOT</u> be generated.

4.1.2.1 UNKF500A - CONTRACTS RECEIVED LIST (CONT'D)
Report Format

4.1.2.1 UNKF500A - CONTRACTS RECEIVED LIST (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	The sequential number of the report within the Property Control System.
CAO CODE	The MORDS routing code.
DATE	The date on which the report was printed.
PAGE	The number of the page within the report.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
CAO NAME	(CAO-NAME) The in-the-clear name of the CAO.
PA CODE	(PA-CD) A code which identifies a specific Property Administrator.
PA NAME	(PA-NAME) The in-the-clear name of the Property Administrator.
CAGE	(CAGE) A code which identifies a specific contractor.
CONTRACTOR NAME	(CONTRR) The in-the-clear name and address of the AND ADDRESS contractor.
PIIN	(PIIN) The contract number assigned by the Buying Activity.
SPIIN	(SPIIN) The Call or Order number against a Basic Agreement.

4.1.2.2 UNKF520A - SYSTEM SURVEY DELINQUENCY ALERT

DATA SUMMARY

DATA NAME/ID:	System Survey Delinquency Alert - UNKF520A
PURPOSE:	To provide an alert to the PA that a System Survey Program Date is due.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	Daily As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	If no System Surveys are due on a particular day negative report will <u>NOT</u> be generated.

4.1.2.2 UNKF520A - SYSTEM SURVEY DELINQUENCY ALERT (CONT'D)
Report Format

4.1.2.2 UNKF520A - SYSTEM SURVEY DELINQUENCY ALERT (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	The sequential number of the report within the Property Control System.
CAO CODE	The MORDS routing code.
DATE	The date on which the report was printed.
PAGE	The number of the page within the report.
PA CODE	(PA-CD) A code which identifies a specific Property Administrator.
PA NAME	(PA-NAME) The in-the-clear name of the Property Administrator.
CAGE	(CAGE) A code which identifies a specific contractor.
SYSTEM ID	(SYS-ID) Identifies the type of system survey.
CONTRACTOR NAME	(CONTRR) The in-the-clear name and address of the AND ADDRESS contractor.
PROGRAM DATE	(PGM-DT) A date which identifies when the system survey is due.

4.1.2.3 UNKF530A - CONTRACTOR PHYSICAL INVENTORY DELINQUENCY LIST

DATA SUMMARY

DATA NAME/ID:	Contractor Physical Inventory Delinquency List - UNKF530A
PURPOSE:	To provide an alert to the PA that an inventory was due from the contractor.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	Monthly As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	If no delinquencies exist a negative report will <u>NOT</u> be generated.

4.1.2.3 UNKF530A - CONTRACTOR PHYSICAL INVENTORY DELINQUENCY LIST
(CONT'D)
Report Format

4.1.2.3 UNKF530A - CONTRACTOR PHYSICAL INVENTORY DELINQUENCY LIST
(CONT'D)

Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	The sequential number of the report within the Property Control System.
CAO CODE	The MORDS routing code.
DATE	The date on which the report was printed.
PAGE	The number of the page within the report.
PA CODE	(PA-CD) A code which identifies a specific Property Administrator.
PA NAME	(PA-NAME) The in-the-clear name of the Property Administrator.
INVENTORY DUE DATE	(INV-DUE-DT) The year and month the contractor's physical inventory is due for completion.
CAGE	(CAGE) A code which identifies a specific contractor.
SYSTEM ID	(SYS-ID) Identifies the type of system survey.
CONTRACTOR NAME	(CONTRR) The in-the-clear name and address of the AND ADDRESS contractor.

4.1.2.4 UNKF540A - ANNUAL SYSTEM SURVEY PLANNING SCHEDULE

DATA SUMMARY

DATA NAME/ID	Annual System Survey Planning Schedule - UNKF540A
PURPOSE:	To provide a listing of all Program Dates of all open systems within a Property Administration Office for use in planning the work schedule for the next year.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	Yearly - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	This report is generated on 1 September in order to allow the Property Administrator 30 days to plan the following fiscal year schedule.

4.1.2.4 UNKF540A - ANNUAL SYSTEM SURVEY PLANNING SCHEDULE (CONT'D)
Report Format

4.1.2.4 UNKF540A - ANNUAL SYSTEM SURVEY PLANNING SCHEDULE (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	The sequential number of the report within the Property Control System.
CAO CODE	The MORDS routing code.
DATE	The date on which the report was printed.
PAGE	The number of the page within the report.
PA CODE	(PA-CD) A code which identifies a specific Property Administrator.
PA NAME	(PA-NAME) The in-the-clear name of the Property Administrator.
CAGE	(CAGE) A code which identifies a specific contractor.
SYSTEM ID	(SYS-ID) Identifies the type of system survey. An M in the first position indicates a Major system. An L indicates Limited System.
CONTRACTOR NAME	(CONTRR) The in-the-clear name and address of the AND ADDRESS contractor.
PROGRAM DATE	(PGM-DT) A date which identifies when the system survey is due.

4.1.2.5 UNKF550A - DD FORM 1593 CONTRACT ADMINISTRATION COMPLETION
RECORD

DATA SUMMARY

DATA NAME/ID:	DD Form 1593 Contract Administration Completion Record - UNKF550A
PURPOSE:	To provide a DD Form 1593 to be sent to the ACO or Property Administrator of the prime contract advising them that all Property Administration action(s) has been completed.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Letter Size Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	This form will generate when a Y is entered in DD Form 1593 Required field on Screen UNKF09.

4.1.2.5 UNKF550A - DD FORM 1593 CONTRACT ADMINISTRATION COMPLETION
RECORD (CONT'D)
Report Format

4.1.2.5 UNKF550A - DD FORM 1593 CONTRACT ADMINISTRATION COMPLETION
 RECORD (CONT'D)
 Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SUSPENSE DATE	The date by which required actions are to be completed.
FROM	The name and address of the originator of the document.
CONTRACT NUMBER	Self-explanatory.
TO	The name and address of the activity required to perform the actions requested.
X	An X placed in this column will identify the Function to be performed.
FUNCTION	The in-the-clear name of the function to be performed.
X IF REQUIRED ACTIONS(S) COMPLETED	Self-explanatory.
ANTICIPATED DATE FOR COMPLETION OF ACTION(S)	Self-explanatory.
SIGNATURE	The signature of the individual responsible for the Function.
DATE	Self-explanatory.
REMARKS	Self-explanatory.
TYPED NAME OF RESPONSIBLE OFFICIAL	Self-explanatory.
SIGNATURE	Self-explanatory.
DATE	Self-explanatory.

4.1.2.6 UNKF560A - CONTRACTS TO BE PURGED LIST

DATA SUMMARY

DATA NAME/ID:	Contracts To Be Purged List - UNKF560A
PURPOSE:	To provide a listing of all PIIN/SPIIN which were received from MOCAS more than 30 days prior on which PA Assignment has not been performed. If PA Assignment does not occur in the next 30 days, the PIIN/SPIIN will be purged from the record.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	Monthly - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	If no PIIN/SPIIN have been purged a negative report will <u>NOT</u> be provided.

4.1.2.6 UNKF560A - CONTRACTS TO BE PURGED LIST (CONT'D)
Report Format

4.1.2.6 UNKF560A - CONTRACTS TO BE PURGED LIST (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	The sequential number of the report within the Property Control System.
CAO CODE	The MORDS routing code.
DATE	The date on which the report was printed.
PAGE	The number of the page within the report.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
CAO NAME	(CAO-NAME) The in-the-clear name of the CAO.
PA CODE	(PA-CD) A code which identifies a specific Property Administrator.
PA NAME	(PA-NAME) The in-the-clear name of the Property Administrator.
CAGE	(CAGE) A code which identifies a specific contractor.
PIIN	(PIIN) The contract number assigned by the Buying Activity.
SPIIN	(SPIIN) The Call or Order number against a Basic Agreement.

4.1.2.7 UNKF570A - CLOSED CONTRACTS PURGED LIST

DATA SUMMARY

DATA NAME/ID:	Closed Contracts Purged List - UNKF570A
PURPOSE:	To provide a monthly listing of all PIIN/SPIIN on which the Date of Final Review is six months or more prior to the current date. The contracts on this report have been purged from the data base.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	Monthly - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	If no PIIN/SPIIN have been purged a negative report will <u>NOT</u> be provided.

4.1.2.7 UNKF570A - CLOSED CONTRACTS PURGED LIST (CONT'D)
Report Format

4.1.2.7 UNKF570A - CLOSED CONTRACTS PURGED LIST (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	The sequential number of the report within the Property Control System.
CAO CODE	The MORDS routing code.
DATE	The date on which the report was printed.
PAGE	The number of the page within the report.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
CAO NAME	(CAO-NAME) The in-the-clear name of the CAO.
PA CODE	(PA-CD) A code which identifies a specific Property Administrator.
PA NAME	(PA-NAME) The in-the-clear name of the Property Administrator.
CAGE	(CAGE) A code which identifies a specific contractor.
PIIN	(PIIN) The contract number assigned by the Buying Activity.
SPIIN	(SPIIN) The Call or Order number against a Basic Agreement.

4.1.2.8 UNKF580A - CLOSED SYSTEM ID PURGED LIST

DATA SUMMARY

DATA NAME/ID:	Closed System ID Purged List - UNKF580A
PURPOSE:	To provide a monthly listing of all System ID which were closed six months or more prior to the current date. The System ID listed on this report have been purged from the data base. System ID will remain on the data base six months after they have been closed, after which they will be purged and listed on this report.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	Yearly - OCT 10 - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	If no System IDs have been purged a negative report will <u>NOT</u> be provided.

4.1.2.8 UNKF580A - CLOSED SYSTEM ID PURGED LIST (CONT'D)
Report Format

4.1.2.8 UNKF580A - CLOSED SYSTEM ID PURGED LIST (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	The sequential number of the report within the Property Control System.
CAO CODE	The MORDS routing code.
DATE	The date on which the report was printed.
PAGE	The number of the page within the report.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
CAO NAME	(CAO-NAME) The in-the-clear name of the CAO.
SYSTEM-ID	(SYS-ID) A two position code which identifies a specific System ID.
CAGE	(CAGE) A code which identifies a specific contractor.
CONTRACTOR NAME	(CONTRR) The in-the-clear name and address of the AND ADDRESS contractor.

4.1.2.9 UNKF600A - PA WORKLOAD SUMMARY

DATA SUMMARY

DATA NAME/ID:	Property Administrator Workload Summary - UNKF600A
PURPOSE:	To provide a listing of active contracts assigned to a specific Property Administrator.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	This report is requested by selecting Function B on Screen UNKF17 along with valid data in PA-CD. The user may also select additional parameters (CAGE, INSP-ACCP, BUYG-ACTY-CD, TY-ASGM, TY-CONTR-CD, KIND-CONTR-CD, CONTR-EFF-DT, PA-ASSGM-DT, SCRTY-CLSN-CD, ACO-CDD-RMK and SPCL-CONTR-PVN) by which to review this report. If additional parameters are selected only those PIINs within the parameters entered will appear on the report (e.g., If data were input on Screen UNKF17 in BUYG-ACTY-CD only those PIINs procured by the particular Buying Activity will appear on this report).

4.1.2.9 UNKF600A - PA WORKLOAD SUMMARY (CONT'D)
Report Format

4.1.2.9 UNKF600A - PA WORKLOAD SUMMARY (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
CAO CODE	The MORDS routing code.
PAGE	The page number of the report.
REQUESTER CODE	(RQSTR-CD) A unique five position or less code which identifies the person/organization requesting the report.
ROUTING CODE	(ROUTG-CD) The six position DoDAAC used to identify the activity to which the report is being sent.
PA CODE	(PA-CD) A code which identifies a specific Property Administrator.
PA NAME	(PA-NAME) The in-the-clear name of the Property Administrator.
INSPECTION/ACCEPTANCE	(INSP-ACCP) An indicator which identifies the inspection and acceptance point(s) set forth in the contract. See TB0009 for explanation of codes.
BUYING ACTIVITY CODE	(BUYG-ACTY-CD) The first six positions of the PIIN which identifies the Buying Activity.
TYPE ASSIGNMENT	(TY-ASGM) A code which identifies the type of administrative delegation made by the Buying Activity to DCAS. P = Normal Property Administration S = Property Support Only T = Subcontract G = Disbursement Only
TYPE CONTRACT CODE	(TY-CONTR-CD) The specific type of contract pricing provisions of the contract. See TB0004 for explanation of codes.
KIND CONTRACT CODE	(KIND-CONTR-CD) The basic intent of the contract such as procurement of supplies, research, etc. See TB0003 for explanation of codes.

4.1.2.9 UNKF600A - PA WORKLOAD SUMMARY (CONT'D)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CONTRACT EFFECTIVE DATE	(CONTR-EFF-DT) If a date appears in this field, it indicates that only those contracts with this Effective Date will appear on the report.
PA-ASSIGNMENT DATE	(PA-ASGM-DT) If a date appears in this field, it indicates that only those contracts with this PA Assignment Date will appear on the report.
SECURITY CLASSIFICATION CODE	(SCRTY-CLSN-CD) A code depicting the classification assigned to the contract. T = Top Secret S = Secret C = Confidential U = Unclassified.
ACO CODED REMARKS	(ACO-CDD-RMK) A series of codes used to indicate the presence of various clauses and conditions contained in/or related to a contract. See TB0013 for explanation of codes.
SPECIAL CONTRACT PROVISIONS	(SPCL-CONTR-PVN) The identification of certain contract provisions which require specialized attention. See TB0006 for explanation of codes.
CAGE	(CAGE) The code used to identify a specific contractor.
PIIN	(PIIN) The contract number.
SPIIN	(SPIIN) A number which identifies Calls/Orders against basic ordering agreements.
PRIME PIIN	(P-PIIN) The Prime Contract Number.
PRIME SPIIN	(P-SPIIN) The Prime Supplementary Contract Number.

4.1.2.10 UNKF610A - PA WORKLOAD BY CONTRACT ADMINISTRATION OFFICE

DATA SUMMARY

DATA NAME/ID:	Property Administrator Workload By Contract Administration Office - UNKF610A
PURPOSE:	To provide a summary of contract assignments for all Property Administrators within a CAO.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	This report is requested by selecting Function C on Screen UNKF17 along with valid data in CAO-ORG-CD. The user may also select additional parameters (INSP-ACCP, BUYG-ACTY-CD, TY-ASGM, TY- CONTR-CD, KIND-CONTR-CD, SCRTY-CLSN- CD, ACO-CDD-RMK and SPCL-CONTR-PVN) by which to review this report. If addi- tional parameters are selected only statistics for those PIINs within the parameters entered will appear on the report (e.g., If data were input on Screen UNKF17 in BUYG-ACTY-CD only those PIINs procured by the particular Buying Activity will appear on this report).

4.1.2.10 UNKF610A - PA WORKLOAD BY CONTRACT ADMINISTRATION OFFICE
(CONT'D)
Report Format

4.1.2.10 UNKF610A - PA WORKLOAD BY CONTRACT ADMINISTRATION OFFICE
(CONT'D)

Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
CAO CODE	The MORDS routing code.
PAGE	The page number of the report.
REQUESTER CODE	(RQSTR-CD) A unique five position or less code which identifies the person/organization requesting the report.
ROUTING CODE	(ROUTG-CD) The six position DoDAAC used to identify the activity to which the report is being sent.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
CAO NAME	(CAO-NAME) The in-the-clear name of the CAO.
INSPECTION/ACCEPTANCE	(INSP-ACCP) An indicator which identifies the inspection and acceptance point(s) set forth in the contract. See TB0009 for explanation of codes.
BUYING ACTIVITY CODE	(BUYG-ACTY-CD) The first six positions of the PIIN which identifies the Buying Activity.
TYPE ASSIGNMENT	(TY-ASGM) A code which identifies the type of administrative delegation made by the Buying Activity to DCAS. P = Normal Property Administration S = Property Support Only T = Subcontract G = Disbursement Only
TYPE CONTRACT CODE	(TY-CONTR-CD) The specific type of contract pricing provisions of the contract. See TB0004 for explanation of codes.
KIND CONTRACT CODE	(KIND-CONTR-CD) The basic intent of the contract such as procurement of supplies, research, etc. See TB0003 for explanation of codes.

4.1.2.10 UNKF610A - PA WORKLOAD BY CONTRACT ADMINISTRATION OFFICE
(CONT'D)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SECURITY CLASSIFICATION CODE	(SCRTY-CLSN-CD) A code depicting the classification assigned to the contract. T = Top Secret S = Secret C = Confidential U = Unclassified.
ACO CODED REMARKS	(ACO-CDD-RMK) A series of codes used to indicate the presence of various clauses and conditions contained in/or related to a contract. See TB0013 for explanation of codes.
SPECIAL CONTRACT PROVISIONS	(SPCL-CONTR-PVN) The identification of certain contract provisions which require specialized attention. See TB0006 for explanation of codes.
PA CODE	(PA-CD) A code used to identify a specific Property Administrator.
NO-PIIN	(NO-PIIN) The total number of PIINs assigned to a specific Property Administrator.
NO-CAGE	(NO-CAGE) The total number of CAGES assigned to a specific Property Administrator.
NO-PRIME-PIIN	(NO-PRIME-PIIN) The total number of Prime PIINs assigned to a specific Property Administrator.

4.1.2.11 UNKF620A - PA WORKLOAD BY DISTRICT

DATA SUMMARY

DATA NAME/ID:	Property Administrator Workload By District - UNKF620A
PURPOSE:	To provide a summary of contract assignments for all Contract Administration Offices within a District.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	This report is requested by selecting Function D on Screen UNKF17. The user may also select additional parameters (INSP-ACCP, BUYG-ACTY-CD, TY-ASGM, TY-CONTR-CD, KIND-CONTR-CD, SCRTY-CLSN-CD, ACO-CDD-RMK and SPCL-CONTR-PVN) by which to review this report. If additional parameters are selected only statistics for those PIINs with the parameters entered will appear on the report (e.g., If data were input on Screen UNKF17 in BUYG-ACTY-CD, only statistics from those PIINs procured by the particular Buying Activity will appear on this report).

4.1.2.11 UNKF620A - PA WORKLOAD BY DISTRICT (CONT'D)
Report Format

4.1.2.11 UNKF620A - PA WORKLOAD BY DISTRICT (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
CAO CODE	The MORDS routing code.
PAGE	The page number of the report.
REQUESTER CODE	(RQSTR-CD) A unique five position or less code which identifies the person/organization requesting the report.
ROUTING CODE	(ROUTG-CD) The six position DoDAAC used to identify the activity to which the report is being sent.
DCMD CODE	(DCMD-CD) A code that identifies the DCMD.
DCMD-NAME	(DCMD-NAME) The in-the-clear name of the DCMD.
INSPECTION/ACCEPTANCE	(INSP-ACCP) An indicator which identifies the inspection and acceptance point(s) set forth in the contract. See TB0009 for explanation of codes.
BUYING ACTIVITY CODE	(BUYG-ACTY-CD) The first six positions of the PIIN which identifies the Buying Activity.
TYPE ASSIGNMENT	(TY-ASGM) A code which identifies the type of administrative delegation made by the Buying Activity to DCAS. P = Normal Property Administration S = Property Support Only T = Subcontract G = Disbursement Only
TYPE CONTRACT CODE	(TY-CONTR-CD) The specific type of contract pricing provisions of the contract. See TB0004 for explanation of codes.
KIND CONTRACT CODE	(KIND-CONTR-CD) The basic intent of the contract such as procurement of supplies, research, etc. See TB0003 for explanation of codes.

4.1.2.11 UNKF620A - PA WORKLOAD BY DISTRICT (CONT'D)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SECURITY CLASSIFICATION CODE	(SCRTY-CLSN-CD) A code depicting the classification assigned to the contract. T = Top Secret S = Secret C = Confidential U = Unclassified.
ACO CODED REMARKS	(ACO-CDD-RMK) A series of codes used to indicate the presence of various clauses and conditions contained in/or related to a contract. See TB0013 for explanation of codes.
SPECIAL CONTRACT PROVISIONS	(SPCL-CONTR-PVN) The identification of certain contract provisions which require specialized attention. See TB0006 for explanation of codes.
CAO-ORG CODE	(CAO-ORG-CD) A code that identifies the CAO.
PA CODE	(PA-CD) A code used to identify a specific Property Administrator.
NO-PIIN	(NO-PIIN) The total number of PIINs assigned to a specific Property Administrator.
NO-CAGE	(NO-CAGE) The total number of CAGEs assigned to a specific Property Administrator.
NO-P-PIIN	(NO-PRIME-PIIN) The total number of Prime PIINs assigned to a specific Property Administrator.

4.1.2.12 UNKF630A - SUMMARY OF PA ASSIGNMENTS

DATA SUMMARY

DATA NAME/ID:	Summary of Property Administrator Assignments - UNKF630A
PURPOSE:	To provide a summary by Type of Assignment the number of contracts opened and closed by each Property Administrators within a DCMD or CAO for a selected report timeframe.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	To request this report Function E must be selected on Screen UNKF17 and valid data must be entered in DCMD or CAO-ORG- CD, PRFMC-PRD-FR and PRFMC-PRD-TO.

4.1.2.12 UNKF630A - SUMMARY OF PA ASSIGNMENTS (CONT'D)
Report Format

4.1.2.12 UNKF630A - SUMMARY OF PA ASSIGNMENTS (CONT'D)
 Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
CAO CODE	The MORDS routing code.
PAGE	The page number of the report.
REQUESTER CODE	(RQSTR-CD) A unique five position or less code which identifies the person/ organization requesting the report.
ROUTING CODE	(ROUTG-CD) The six position DoDAAC used to identify the activity to which the report is being sent.
DCMD	(DCMD) The six position DoDAAC which identifies the DCMD.
DCMD NAME	(DCMD NAME) The in-the-clear name of the DCMD.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
CAO NAME	(CAO-NAME) The in-the-clear name of the CAO.
PERFORMANCE PERIOD FROM	(PRFMC-PRD-FR) The beginning date of the parameters covered by the report.
PERFORMANCE PERIOD TO	(PRFMC-PRD-TO) The beginning date of the parameter covered by the report.
TYPE ASSIGNMENT	(TY-ASGM) A code which identifies the type of administrative delegation made by the Buying Activity to DCAS. P = Normal Property Administration S = Property Support Only T = Subcontract G = Disbursement Only
PA CODE	(PA-CD) A two position code that identifies the specific PA.
NUMBER OPENED	(NBR-OPN) The number of contracts opened with Property Administration delegation on them during the performance period.

4.1.2.12 UNKF630A - SUMMARY OF PA ASSIGNMENTS (CONT'D)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
NUMBER CLOSED	(NBR-CLSD) The number of contracts closed with Property Administration delegation on them during the performance period.
NUMBER ON HAND	(NBR-OH) The number of open contracts with Property Administration delegation on the date the report was requested.

4.1.2.13 UNKF640A - PROPERTY CONTROL SYSTEM SUMMARY

DATA SUMMARY

DATA NAME/ID:	Property Control System Summary - UNKF640A
PURPOSE:	To provide a summary of the number of systems on hand and systems surveyed.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	To request this report Function F must be selected on Screen UNKF17. Either DCMD, CAO-ORG-CD, or PA-CD must also contain valid data.

4.1.2.13 UNKF640A - PROPERTY CONTROL SYSTEM SUMMARY (CONT'D)
Report Format

4.1.2.13 UNKF640A - PROPERTY CONTROL SYSTEM SUMMARY (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
CAO CODE	The MORDS routing code.
PAGE	The page number of the report.
REQUESTER CODE	(RQSTR-CD) A unique five position or less code which identifies the person/ organization requesting the report.
ROUTING CODE	(ROUTG-CD) The six position DoDAAC used to identify the activity to which the report is being sent.
DCMD CODE	(DCMD-CD) A code that identifies the DCMD.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
PA CODE	(PA-CD) A two position code that identifies the specific PA.
DELINQUENT SURVEYS	(DELQT-SURV) The number of System Surveys which are past due and have a D in SURV-DELQT.
COMPLETED SURVEYS	(CMPL-SURV) The number of System Surveys which have been completed since Oct 1.
COMPLETED RESURVEYS	(CMPL-RESV) The number of Resurveys which have been completed since Oct 1.
SYSTEMS ON HAND	
MAJOR	(MAJ) The number of Major Property Control Systems on hand.
OVERHAUL, MAINTENANCE	(OVHAUL) The number of overhaul, maintenance, and AND REPAIR repair systems.
LIMITED	(LMTD) The number of Property Control Systems on hand which require limited action(s).

4.1.2.13 UNKF640A - PROPERTY CONTROL SYSTEM SUMMARY (CONT'D)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SYSTEMS STATUS	
SATISFACTORY	(SAT) The number of systems which were surveyed and found to be Satisfactory.
UNSATISFACTORY	(UNSAT-1-60) The number of systems which were 1 TO 60 DAYS surveyed and have been unsatisfactory for 1 to 60 days.
UNSATISFACTORY	(UNSAT-61-90) The number of systems which were 61 TO 90 DAYS surveyed and have been unsatisfactory for 61 to 90 days.
UNSATISFACTORY	(UNSAT-OVR-90) The number of systems which were OVER 90 DAYS surveyed and have been unsatisfactory for over 90 days.
WITHDRAWN	(WDRN) The number of systems which were withdrawn.

4.1.2.14 UNKF650A - SYSTEM STATUS SUMMARY

DATA SUMMARY

DATA NAME/ID:	System Status Summary - UNKF650A
PURPOSE:	To provide a summary of system status for a given DCMD or CAO. Data listed on this report reflects those System ID which have a Transaction Date which falls within the parameters established by the PERFORMANCE PERIOD FROM and the PERFORMANCE PERIOD TO.
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	To request this report Function G must be selected on Screen UNKF17 and valid data must be entered in DCMD or CAO-ORG-CD, PRFMC-PRD-FR, and PRFMC-PRD-TO.

4.1.2.14 UNKF650A - SYSTEM STATUS SUMMARY (CONT'D)
Report Format

4.1.2.14 UNKF650A - SYSTEM STATUS SUMMARY (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
CAO CODE	The MORDS routing code.
PAGE	The page number of the report.
REQUESTER CODE	(RQSTR-CD) A unique five position or less code which identifies the person/organization requesting the report.
ROUTING CODE	(ROUTG-CD) The six position DoDAAC used to identify the activity to which the report is being sent.
DCMD	(DCMD) The six position DoDAAC which identifies the DCMD.
DCMD NAME	(DCMD NAME) The in-the-clear name of the DCMD.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
CAO NAME	(CAO-NAME) The in-the-clear name of the CAO.
PERFORMANCE PERIOD FROM	(PRFMC-PRD-FR) The beginning date of the parameters covered by the report.
PERFORMANCE PERIOD TO	(PRFMC-PRD-TO) The ending date of the parameters covered by the report.
SATISFACTORY	(SAT) The number of surveys completed which were satisfactory.
UNSATISFACTORY	(UNSAT) The number of surveys completed which were unsatisfactory.
WITHDRAWN	(WDRWN) The number of surveys which were withdrawn.
UNSATISFACTORY CATEGORY	
CODE	(UNSAT-CTGY) The code which identifies an unsatisfactory category.

4.1.2.14 UNKF650A - SYSTEM STATUS SUMMARY (CONT'D)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CATEGORY	(CTGY) The in-the-clear name of the unsatisfactory category.
QUANTITY	(QNTY) The total of a given unsatisfactory category code during the reporting period.

4.1.2.15 UNKF660A - GOVERNMENT PROPERTY TOTALS

DATA SUMMARY

DATA NAME/ID:	Government Property Totals - UNKF660A
PURPOSE:	To provide a listing of quantity and dollar value of Government property in the custody of contractors for a selected PA, CAO or DISTRICT .
FUNCTIONAL PROCESS/ID:	Output - UNKF
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
ADDITIONAL INFORMATION:	To request this report Function H must be selected on Screen UNKF17 and valid data must be entered in DCMD, CAO-ORG-CD, or PA-CD.

4.1.2.15 UNKF660A - GOVERNMENT PROPERTY TOTALS (CONT'D)
Report Format

4.1.2.15 UNKF660A - GOVERNMENT PROPERTY TOTALS (CONT'D)
Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
CAO CODE	The MORDS routing code.
PAGE	The page number of the report.
REQUESTER CODE	(RQSTR-CD) A unique five position or less code which identifies the person/ organization requesting the report.
ROUTING CODE	(ROUTG-CD) The six position DoDAAC used to identify the activity to which the report is being sent.
DCMD CODE	(DCMD-CD) A code that identifies the DCMD.
CAO-ORG CODE	(CAO-ORG-CD) A two position code that identifies the CAO.
PA CODE	(PA-CD) A code used to identify a specific Property Administrator.
LAND AND RIGHTS QUANTITY	(LAND-RGTS-QTY) The number of acres and rights in land.
LAND AND RIGHTS DOLLARS	(LAND-RGTS-DOL) Dollar value of land and rights utilized by the contractor.
OTHER REAL PROPERTY DOLLARS	(OTH-REAL-DOL) Dollar value of property, ground improvements, buildings, and other structures.
OTHER PLANT EQUIPMENT QUANTITY	(OPE-QTY) Quantity of property in custody of contractor for use in manufacturing supplies, etc., but excluding items categorized as IPE.
OTHER PLANT EQUIPMENT	(OPE-DOL) Dollar value of property in custody of DOLLARS contractor for use in manufacturing supplies, etc.; but excluding items categorized as IPE.
INDUSTRIAL PLANT EQUIPMENT QUANTITY	(IPE-QTY) Quantity of plant equipment controlled by DIPEC in custody of a contractor.
INDUSTRIAL PLANT EQUIPMENT DOLLARS	(IPE-DOL) Dollar value of plant equipment controlled by DIPEC in custody of a contractor.

4.1.2.15 UNKF660A - GOVERNMENT PROPERTY TOTALS (CONT'D)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SPECIAL TEST EQUIPMENT	(STE-QTY) Quantity of special test equipment in QUANTITY custody of a contractor.
SPECIAL TEST EQUIPMENT	(STE-DOL) Dollar value of special test equipment DOLLARS in custody of a contractor.
SPECIAL TOOLING QUANTITY	(SPCL-TLNG-QTY) Quantity of special tooling in custody of a contractor.
SPECIAL TOOLING DOLLARS	(SPCL-TLNG-DOL) Dollar value of special tooling in custody of a contractor.
AGENCY PECULIAR PROPERTY QUANTITY	(AGCY-PEC-QTY) Quantity of Agency property in custody of a contractor.
AGENCY PECULIAR PROPERTY	(AGCY-PEC-QTY) Dollar value of Agency property in DOLLARS custody of a contractor.
GOVERNMENT FURNISHED MATERIAL QUANTITY	(GFM-QTY) Quantity of material acquired by the Government and subsequently made available to the contractor.
GOVERNMENT FURNISHED MATERIAL DOLLARS	(GFM-DOL) Dollar value of material acquired by the Government and subsequently made available to the contractor.
CONTRACTOR ACQUIRED MATERIAL QUANTITY	(CAM-QTY) Quantity of material acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.
CONTRACTOR ACQUIRED MATERIAL DOLLARS	(CAM-DOL) Dollar value of material acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

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PART 4 CONTRACT PROPERTY MANAGEMENT
CHAPTER 2 INPUT PROCEDURES

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DLAM 8000.3 MOCAS USERS MANUAL FOR CONTRACT ADMINISTRATION

PART 4 CONTRACT PROPERTY MANAGEMENT

CHAPTER 2 INPUT PROCEDURES

4.2.1 CHAPTER OVERVIEW

This chapter describes the procedures Property Management personnel will use to maintain data regarding Property Systems utilized by a contractor and contract data for contracts which Property Administration has been assigned.

4.2.1.1 PROPERTY MANAGEMENT INPUT PROCEDURES

a. For data which is not received from the MOCAS Contract File or the ADRS File the medium for data input is the data entry terminal.

b. After the desired input function is requested on Screen UNKF01, the appropriate screen will appear with data already in the fields which are system generated.

c. The fields which are blank will be filled or left blank in accordance with the appropriate validation criteria for the respective screen. If data is entered in a field which must be blank, the system will delete the data when the screen is entered unless a relationship exists with another field. If a relationship exists, (e.g., DATE CHANGE REQUIRED must be blank if SYSTEM ACCEPTANCE is a Y), an error message will be displayed.

d. When all of the required data have been entered, depress the ENTER key (or its equivalent), and the system will perform the validation function. If a field contains invalid data, is left blank when the validation criteria provides that it must contain data or contains data when the validation requires that it be blank, the screen will reappear with the cursor in the first position of the field in error. The field will be highlighted, i.e., of higher intensity, and an error message will be displayed in the lower left-hand portion of the screen. This will be repeated until all corrections required on a screen have been made.

e. After the data have been validated, they will be entered into the data base. On multiple page screens, the data will be entered into the data base independently after each page has been validated. The system will not permit a return to a previous page. Accordingly, if a mistake was made on a previous page, the screen must be reentered as a CHANGE and the correction made.

4.2.1.2 INITIATION PROCEDURES

The sign-on and sign-off procedures in DLAM 8000.3, Part 1, Chapter 2 are used to access the Property Management System with Application ID of YCA1.

4.2.2 DATA INPUT

4.2.2.1 UNKF01 - PROPERTY ADMINISTRATION MASTER MENU

a. GENERAL - This screen is to provide the ability to select any subordinate screen within the Property Administration System. The following data fields must be entered on Screen UNKF01 to perform desired functions, to access input screens and additional menus.

(1) COMPUTER BASED USER DOCUMENTATION - Must enter Function A.

(2) PROPERTY CONTROL SYSTEM DATA - Must enter Function B, CAGE, System Identification and Action Code.

(3) GOVERNMENT PROPERTY IN CUSTODY OF CONTRACTOR DATA - Must enter Function C, CAGE, System Identification and Action Code.

(4) PROPERTY ADMINISTRATION ASSIGNMENT DATA - Must enter Function D, PIIN, enter SPIIN if appropriate, and Action Code C or D.

(5) PROPERTY ADMINISTRATION INQUIRY MENU - Must enter Function E.

(6) REPORT REQUEST MENU - Must enter Function F.

(7) PA CODE TO PA NAME TABLE MANAGEMENT - Must enter Function G and Action Code.

4.2.2.1 UNKF01 - PROPERTY ADMINISTRATION MASTER MENU (CONT'D)

b. SCREEN FORMAT - The following is a sample format for the Property Administration Master Menu, Screen UNKF01:

UNKF01 PROPERT ADMINISTRATION MASTER MENU

CBUD: #####

FUNCTION	APPLICATION
A	COMPUTER BASED USER DOCUMENTATION
B	PROPERTY CONTROL SYSTEM DATA
C	GOVT PROPERTY IN CUSTODY OF CONTRACTOR DATA
D	PROPERTY ADMINISTRATION ASSIGNMENT DATA
E	PROPERTY ADMINISTRATION INQUIRY MENU
F	REPORT REQUEST MENU
G	PA CODE TO PA NAME TABLE MANAGEMENT

 FUNCTION: #
 CAGE: #####
SYSTEM IDENTIFICATION: ##
 PIIN: #####
 SPIIN: ####
ACTION CODE: #

#####

FIGURE 4-15

c. INPUT INSTRUCTIONS

FUNC FUNCTION (1A) - Must be A through G. Must enter.

CAGE COMMERCIAL AND GOVERNMENT ENTITY (5A/N) - Must enter if Function is B or C. If Function is B and Action Code A must match ADRS File, otherwise, must match data base.

4.2.2.1 UNKF01 - PROPERTY ADMINISTRATION MASTER MENU (CONT'D)

SYS-ID SYSTEM IDENTIFICATION (2A/N) - Must enter if Function is B or C. First position must be M or L. The second position must be alpha if first position is L. If Function B is selected and Action Code is C or D this field in combination with CAGE must match data base. If Function B is selected and Action Code is an A, this field in combination with CAGE must not match data base. If Function C is selected, this field in combination with CAGE must match data base regardless of Action Code.

PIIN PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Must enter and match data base if Function D is selected.

SPIIN SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - If entered this field in combination with PIIN must match data base. If entered PIIN must be filled. This field may be blank.

ACTN-CD ACTION CODE (1A) - Must enter if Function is B, C, D, or G. If entered must be A (Add), C (Change), or D (Delete). Action Code A can only be used for establishing a new CAGE, System Identification combination using Function B or adding a new PA Code - PA Name combination using Function G. Use Action Code C on Function C when adding or changing data because the CAGE, System Identification combination has already been established by Function B. Use Action Code C with Function D for updating a contract which was received from MOCAS because even though data is being added which is pertinent to Property Administration, the contract is already in the system and is considered a change by the Property Administration System.

d. ERROR MESSAGES

G01 INVALID FUNCTION PLEASE RE-ENTER - The Function field cannot be blank. The entry must match a Function on the screen.

P03 SYSTEM-ID ALREADY EXISTS - CANNOT ADD - The System Identification is already on data base cannot use Action Code A.

P05 MUST ENTER PIIN - Self-explanatory.

P11 MUST BE A, C, OR D - Action must be (A) Add, (C) Change or (D) Delete.

P16 IF 1ST POSITION OF SYS-ID IS L 2ND POSITION MUST BE ALPHA - Self-explanatory.

4.2.2.1 UNKF01 - PROPERTY ADMINISTRATION MASTER MENU (CONT'D)

- P21 FIELD MUST CONTAIN DATA - An entry must be made in the field highlighted. It cannot be blank.
- P25 CAGE DOES NOT MATCH ADRS - The CAGE entered must match the ADRS File.
- P31 SYSTEM IDENTIFICATION NOT IN CONJUNCTION WITH CAGE - The System Identification in combination with the CAGE must match the data base.
- P32 DATA DOES NOT MATCH AN ELEMENT ON DATA BASE - The data entered does not match the property management data base.
- P34 FIRST POSITION MUST BE M OR L - The first position of the System Identification must contain an M (Major) or an L (Limited).
- P72 MAY ONLY CHANGE OR DELETE DATA WITH THIS FUNCTION - All new contracts are added my MOCAS, may only be changed or deleted within the Property Administration System. All System Identifications are added with Function B, may only change or delete data with Function C.

4.2.2.2 UNKF05 - PROPERTY CONTROL SYSTEM DATA

a. GENERAL - This screen is to input, change or delete data concerning a contractors System Identification(s). This screen may only be accessed by Action Code A if adding a new System Identification, if adding data or changing data to update an existing System Identification, use Action Code C. If this screen was accessed with Action Code D, the following message will display when the ENTER key is depressed: DON'T DELETE IF COMPLETE OR WITHDRAWN. ENTER TO DELETE, PA2 TO EXIT, all fields will be protected. The reason for this message is that a completion or a withdrawal of a System Identification are accountable actions. If a System Identification is deleted there will be no record of its existence. Only use Action Code D if a System Identification was erroneously input. This screen is generated by selecting Function B on Screen UNKF01. If a CAGE/System Identification combination does not have a PA Code in the ADRS File the following message will appear on the screen PA-CD NOT IN ADRS. SYS-ID CANNOT BE ADDED - PA2 TO EXIT. See your ADRS control person to add a PA Code.

b. SCREEN FORMAT - The following is a sample format for the Property Control System Data, Screen UNKF05:

```
*****
UNKF05                PROPERTY CONTROL SYSTEM DATA
CBUD: #####

CAGE: #####  SYSTEM IDENTIFICATION: ##  CAO-ORG-CD: ##  ACTION CODE: #
CONTRACTOR: #####  #####
            #####  #####
            #####  #####

                PA CODE: ##
        TRANSACTION DATE: ## ## ##                PROGRAM DATE: ## ## ##
    SURVEY COMPLETION DATE: ## ## ##                STATUS CODE: #
UNSATISFACTORY CATEGORY: ## ## ## ## ## ## ## ## ## ## ## ## ## ## ##
        NOTIFICATION DATE: ## ## ##
            RESURVEY DATE: ## ## ##                SYSTEM CLOSED DATE: ## ## ##
            WITHDRAWN DATE: ## ## ##                SURVEY DELINQUENT: #
        INVENTORY DUE DATE: ## ##                INVENTORY RCVD DATE: ## ##

COMMENTS: #####
            #####
            #####

#####

*****
```

FIGURE 4-16

4.2.2.2 UNKF05 - PROPERTY CONTROL SYSTEM DATA (CONT'D)

c. INPUT INSTRUCTIONS

CAGE	COMMERICAL AND GOVERNMENT ENTITY (5A/N) - System generated from Screen UNKF01 and protected.
SYS-ID	SYSTEM IDENTIFICATION (2A/N) - System generated from Screen UNKF01, may be changed. If entered, first position must be M or L. If first position is L, second position must be alpha.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - System generated from ADRS File based on the CAGE and protected.
CONTRR	CONTRACTOR NAME AND ADDRESS (140A/N (five fields of 28)) - System generated from ADRS File based on the CAGE and protected.
ACTN-CD	ACTION CODE (1A) - System generated from Screen UNKF01 and protected.
PA-CD	PROPERTY ADMINISTRATION CODE (2A/N) - System generated from ADRS File based on the CAGE and protected.
TRANS-DT	TRANSACTION DATE (6N) - This date is machine generated the day the System Identification is added and cannot be changed.
PGM-DT	PROGRAM DATE (6N) - Enter the date the system survey is due for completion. Must be in Year (00-99), Month (01-12), Day (01-31) format and must be greater than or equal to Transaction Date. This field must contain data.
SURV-CMPL-DT	SURVEY COMPLETION DATE (6N) - Enter the date the survey was completed. If entered must be in Year (00-99), Month (01-12), Day (01-31) format and must be greater than or equal to Transaction Date. Must contain data if Status Code is S.
STAT-CD	STATUS CODE (1A) - If the status of the System Identification has been determined enter S (Satisfactory), U (Unsatisfactory) or W (Withdrawn). Must contain data if Survey Completion Date contains data.
UNSAT-CTGY	UNSATISFACTORY CATEGORY (2N) - Must contain data if Status Code contains a U. If entered may contain up to 11 codes. See TB0251 for explanation of codes.

4.2.2.2 UNKF05 - PROPERTY CONTROL SYSTEM DATA (CONT'D)

NOTIFN-DT	NOTIFICATION DATE (6N) - If entered must be in Year (00-99), Month (01-12), Day (01-31) format and must be greater than or equal to Transaction Date. Must be blank if Unsatisfactory Category is blank.
RESVY-DT	RESURVEY DATE (6N) - If entered must be in Year (00-99), Month (01-12), Day (01-31) format and must be greater than or equal to Transaction Date.
SYS-CLSD-DT	SYSTEM CLOSED DATE (6N) - If entered must be in Year (00-99), Month (01-12), Day (01-31) format and must be greater than or equal to Transaction Date. Must be blank if Status Code is U.
WDRWN-DT	WITHDRAWN DATE (6N) - If entered must be in Year (00-99), Month (01-12), Day (01-31) format and must be greater than or equal to Transaction Date. Must enter if Status Code is W.
SURV-DELQT	SURVEY DELINQUENT (1A) - This field is sytem generated and protected. If Program Date is less than current date the system will generate a D in this field, otherwise it will be blank.
INV-DUE-DT	INVENTORY DUE DATE (4N) - Enter the Year (00-99) and Month (01-12) the contractors physical inventory is due for completion, if available. Field may be blank. If entered must be greater than or equal to Transaction Date.
INV-RCVD-DT	INVENTORY RCVD DATE (4N) - Enter the Year (00-99) and Month (01-12) the contractors inventory results were received by the Property Administrator, if available. If entered must be greater than or equal to Transaction Date. Field may be blank.
CMNTS1	COMMENTS (180A/N) - This field is for any additional comments pertinent to the System Identification. Must contain data if Withdrawn Date contains data, otherwise, field may be blank.

d. ERROR MESSAGES

P07	IF ENTERED, MUST BE S, U, OR W - Status Code must be blank, S (Satisfactory), U (Unsatisfactory) or W (Withdrawn).
P09	MUST ENTER VALID DATE YY (00-99), MM (01-12) AND DD (01-31) - This field must contain a valid date.

4.2.2.2 UNKF05 - PROPERTY CONTROL SYSTEM DATA (CONT'D)

- P10 WITHDRAWN DATE MUST CONTAIN DATA IF STATUS CODE IS W - If System Identification is withdrawn, (Status Code is W), this field must contain data.
- P12 MUST BE GREATER THAN OR EQUAL TO TRANSACTION DATE - Self-explanatory.
- P13 IF ENTERED, MUST BE IN YY (00-99) MM (01-12) AND DD (01-31) FORMAT - This is an optional date field, if entered must contain a valid date.
- P16 IF 1ST POSITION OF SYS-ID IS L 2ND POSITION MUST BE ALPHA - Self-explanatory.
- P17 MUST ENTER IF STATUS CODE IS S OR U - Survey Completion Date must contain data if Status Code is S or U.
- P20 MUST BE EQUAL TO OR GREATER THAN TRANSACTION DATE - Self-explanatory.
- P21 FIELD MUST CONTAIN DATA - Self-explanatory.
- P37 MUST 01 THROUGH 11 - Unsatisfactory Categories are 01 through 11, see TB0251 for explanation of codes.
- P42 MUST FILL IF STATUS CODE IS U - If Status Code is U, (Unsatisfactory), must enter at least one Unsatisfactory Category, may enter up to 11.
- P56 MUST BE BLANK IF STATUS CODE IS U - System Closed Date must be blank if Status Code is U.
- P58 IF ENTERED, MUST BE YY (00-99) AND MM (01-12) - Enter the year and month if available.
- P60 MUST BE EQUAL TO OR LESS THAN CURRENT DATE - Self-explanatory.
- P61 MUST CONTAIN DATA IF WITHDRAWAL DATE CONTAINS DATA - Enter the reason for withdrawal.
- P70 MUST BE BLANK - If Status Code is S (Satisfactory) Unsatisfactory Category and Notification Date must be blank.

4.2.2.3 UNKF11 - PROPERTY IN CUSTODY OF CONTRACTOR DATA

a. GENERAL - This screen is to record the dollar value and quantity of Government Property located at contractors plant by System Identification. If this screen was accessed with Action Code D the following message will display when the ENTER key is depressed PRESS ENTER TO CONFIRM DELETE, PA2 TO EXIT, all fields will be protected. This screen is generated by selecting Function C on Screen UNKF01.

b. SCREEN FORMAT - The following is a sample format for the Government Property in Custody of Contractor Data, Screen UNKF011.

```
*****
UNKF11          GOVT PROPERTY IN CUSTODY OF CONTRACTOR DATA
                (BY SYSTEM IDENTIFICATION - IN WHOLE DOLLARS)
CBUD: #####
CAGE: #####    PA CODE: ##    CAO-ORG-CD: ##    ACTION CODE: #
CONTRACTOR: #####
                #####
                #####
                #####
                SYSTEM IDENTIFICATION: ##
                                QUANTITY    DOLLAR
LAND AND RIGHTS                #####    #####
OTHER REAL PROPERTY            #####    #####
OTHER PLANT EQUIPMENT          #####    #####
INDUSTRIAL PLANT EQUIPMENT      #####    #####
SPECIAL TEST EQUIPMENT         #####    #####
SPECIAL TOOLING                #####    #####
AGENCY PECULIAR PROPERTY       #####    #####
GOVERNMENT FURNISHED MATERIAL (LINE ITEMS) #####    #####
CONTRACTOR ACQUIRED MATERIAL (LINE ITEMS) #####    #####
  COMMENTS: #####
            #####
            #####
            #####
            #####    **
*****
```

FIGURE 4-17

c. INPUT INSTRUCTIONS

CAGE COMMERCIAL AND GOVERNMENT ENTITY (5A/N) - System generated from Screen UNKF01 and protected.

PA-CD PROPERTY ADMINISTRATOR CODE (2A/N) - System generated from ADRS File based on the CAGE and protected.

4.2.2.3 UNKF11 - PROPERTY IN CUSTODY OF CONTRACTOR DATA (CONT'D)

CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - System generated from ADRS File based on the CAGE and protected.
ACTN-CD	ACTION CODE (1A) - System generated from Screen UNKF01 and protected.
CONTRR	CONTRACTOR NAME AND ADDRESS (140A/N five fields of 28)) - System generated from ADRS File and protected.
SYS-ID	SYSTEM IDENTIFICATION (2A/N) - System generated from Screen UNKF01 and protected.
LAND-RIGHT-QTY	LAND AND RIGHTS QUANTITY (6N) - If entered must be numeric and Land and Rights Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>
LAND-RIGHT-DOL	LAND AND RIGHTS DOLLARS (11N) - If entered must be numeric and Land and Rights Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
OTH-REAL-DOL	OTHER REAL PROPERTY DOLLARS (11N) - If entered must be numeric. <u>Before changing an existing entry Erase End of Field.</u>
OPE-QTY	OTHER PLANT EQUIPMENT QUANTITY (6N) - If entered must be numeric and Other Plant Equipment Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>
OPE-DOL	OTHER PLANT EQUIPMENT DOLLARS (11N) - If entered must be numeric and Other Plant Equipment Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
IPE-QTY	INDUSTRIAL PLANT EQUIPMENT QUANTITY (6N) - If entered must be numeric and Industrial Plant Equipment Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>
IPE-DOL	INDUSTRIAL PLANT EQUIPMENT DOLLARS (11N) - If entered must be numeric and Industrial Plant Equipment Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
STE-QTY	SPECIAL TEST EQUIPMENT QUANTITY (6N) - If entered must be numeric and Special Test Equipment Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>

4.2.2.3 UNKF11 - PROPERTY IN CUSTODY OF CONTRACTOR DATA (CONT'D)

STE-DOL	SPECIAL TEST EQUIPMENT DOLLARS (11N) - If entered must be numeric and Special Test Equipment Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
SPCL-TLNG-QTY	SPECIAL TOOLING EQUIPMENT QUANTITY (6N) - If entered must be numeric and Special Tooling Equipment Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>
SPCL-TLNC-DOL	SPECIAL TOOLING EQUIPMENT DOLLARS (11N) - If entered must be numeric and Special Tooling Equipment Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
AGCY-PEL-QTY	AGENCY PECULIAR PROPERTY QUANTITY (6N) - If entered must be numeric and Agency Peculiar Property Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>
AGCY-PEC-DOL	AGENCY PECULIAR PROPERTY DOLLARS (11N) - If entered must be numeric and Agency Peculiar Property Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
GFM-QTY	GOVERNMENT FURNISHED MATERIAL QUANTITY (6N) - If entered must be numeric and Government Furnished Material Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>
GFM-DOL	GOVERNMENT FURNISHED MATERIAL DOLLARS (11N) - If entered must be numeric and Government Furnished Material Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
CAM-QTY	CONTRACTOR ACQUIRED MATERIAL QUANTITY (6N) - If entered must be numeric and Contractor Acquired Material Dollars must contain data. <u>Before changing an existing entry Erase End of Field.</u>
CAM-DOL	CONTRACTOR ACQUIRED MATERIAL DOLLARS (6N) - If entered must be numeric and Contractor Acquired Material Quantity must contain data. <u>Before changing an existing entry Erase End of Field.</u>
CMNTS2	COMMENTS (180A/N) - May be blank.

4.2.2.3 UNKF11 - PROPERTY IN CUSTODY OF CONTRACTOR DATA (CONT'D)

d. ERROR MESSAGES

- P19 IF QTY CONTAINS DATA DOL MUST CONTAIN DATA OR CONVERSELY -
If a quantity is input for a category of property a dollar
value must be input or vice versa except for OTHER REAL
PROPERTY.
- P26 MUST BE NUMERIC - Self-explanatory.
- P39 MUST ENTER WHOLE DOLLARS - Self-explanatory.

4.2.2.4 UNKF09, UNKF10 - PROPERTY ADMINISTRATION ASSIGNMENT DATA

a. GENERAL

(1) These screen are to input, change or delete data concerning a specific contract (PIIN) in the Property Administration System. A daily Report UNKF500A gives a listing of all PIINs on which administration of Government Property is anticipated (Special Contract Provision E). When a PIIN is listed on Report UNKF500A and it is determined that it does have Government Property, enter Function D PIIN/SPIIN and Action Code C on Screen UNKF01 and enter the data that is unique to Property Administration. Data that was input in MOCAS is system generated and protected.

(2) When a Property Administrator receives a contract which is PROPERTY ONLY, input that contract into MOCAS using new contract input procedures. When a Property Administrator inputs a contract into MOCAS which is Property Only, it will not be added to the Property Administration data base until after the cycle is run. At this time the contract will be listed on Report UNKF500A and data elements that are unique to Property Administration may be entered with this screen.

(3) A PIIN may be deleted from the Property Administration data base by accessing this screen with Action Code D when this occurs the following message will appear at the bottom of Screen UNKF10: PRESS ENTER TO CONFIRM DELETE, PA2 TO EXIT. This is to ensure that a contract is not accidentally deleted. When a contract is deleted from the Property Administration data base it remains in MOCAS but the PA Code and Special Contract Provision E are removed.

(4) To delete a contract from the MOCAS Contract File follow existing MOCAS procedures.

(5) Whenever a date is entered in the DATE FINAL REVIEW field the system will automatically enter a Code 55 in the Standard ACO Coded Remarks (i.e., R9). If the DATE FINAL REVIEW should be removed later the system will delete the Code 55.

4.2.2.4 UNKF09, UNKF10 - PROPERTY ADMINISTRATION ASSIGNMENT DATA
(CONT'D)

b. SCREEN FORMAT - The following is a sample format for the Property Administration Assignment Data - Page 1 of 2, Screen UNKF09:

```
*****
UNKF09      PROPERTY ADMINISTRATION ASSIGNMENT DATA      PAGE 1 OF 2
CBUD: #####
CAGE: ##### PIIN: ##### SPIIN: ### CAO-ORG-CD: ## ACTION CODE: #
CONTRACTOR: #####
           #####
           #####

           PA CODE: ##      PA NAME: #####
PA ASSGINMENT DATE: ## ## ##      TYPE ASSIGNMENT: #
KIND CONTRACT NAME: #      TYPE CONTRACT CODE: #
SECURITY CLASSIFICATION CODE: #      CONTRACT EFFECTIVE DATE: ## ##
           ACO CODE: ###      IS CODE: ###
           QAR CODE: ###      INSPECTION ACCEPTANCE: #
           MILSTRIP-N/Y: #      SENSITIVE PROPERTY: #
           DATE REVIEWED: ## ## ##      SYSTEM ACCEPTANCE: #
DATE CHANGED REQUIRED: ## ## ##      DATE REAPPROVED: ## ##
DATE FINAL REVIEW: ## ## ##      DATE 1593 TO ACO: ## ##
           PA ONLY: #      1593 REQUIRED: #

#####

*****
```

FIGURE 4-18

4.2.2.4 UNKF09, UNKF10 - PROPERTY ADMINISTRATION ASSIGNMENT DATA
(CONT'D)

The following is a sample format for the Property Administration Assignment Data - Page 2 of 2, Screen UNKF10. This screen is a continuation of Screen UNKF09. This screen is generated when valid data is input on Screen UNKF09 and the ENTER key is depressed.

```
*****
UNKF09      PROPERTY ADMINISTRATION ASSIGNMENT DATA      PAGE 2 OF 2
CBUD: #####
CAGE: ##### PIIN: ##### SPIIN: ##### CAO-ORG-CD: ## ACTION CODE: #
CONTRACTOR: #####
            #####
            #####

PRIME PIIN: ##### PRIME SPIIN: #####
PRIME CONTR: #####
            #####

ACO CODED REMARKS: ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ##
                  ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ##
R2 REMARKS: #####
            #####
SPECIAL CONTRACT PROVISIONS: # # # # # # # # # #

COMMENTS: #####
          #####
          #####

#####

*****
```

FIGURE 4-19

c. INPUT INSTRUCTIONS

CAGE	COMMERCIAL AND GOVERNMENT ENTITY (5A/N) - System generated from MOCAS based on PIIN and protected.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - System generated and protected from Screen UNKF01.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - System generated and protected from Screen UNKF01.

4.2.2.4 UNKF09, UNKF10 - PROPERTY ADMINISTRATION ASSIGNMENT DATA
(CONT'D)

CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - System generated from MOCAS based on CAGE and protected.
ACTN-CD	ACTION CODE (1A) - System generated and protected from Screen UNKF01.
CONTRR	CONTRACTOR NAME AND ADDRESS (140A/N (five fields of 28)) - System generated from the ADRS File and protected based on the CAGE.
PA-CD	PROPERTY ADMINISTRATOR CODE (2A/N) - System generated from MOCAS based on PIIN. May be changed. Field must contain data.
PA NAME	PROPERTY NAME (28A/N) - System generated from TB0252 and protected.
PA-ASGM-DT	PROPERTY ADMINISTRATOR ASSIGNMENT DATE (6N) - Enter the date the contract was assigned for property administration. Must be in Year (00-99), Month (01-12), Day (01-31) format. This field must contain data.
TY-ASGM	TYPE ASSIGNMENT (1A) - System generated from MOCAS based on PIIN and protected.
TY-CONTR-CD	TYPE CONTRACT CODE (1A) - System generated from MOCAS based on PIIN and protected.
KIND-CONTR-CD	KIND CONTRACT CODE (1N) - System generated from MOCAS based on PIIN and protected.
SCRITY-CLSN-CD	SECURITY CLASSIFICATION CODE (1A) - System generated from MOCAS based on PIIN and protected.
CONTR-EFF-DT	CONTRACT EFFECTIVE DATE (6N) - System generated from MOCAS based on PIIN and protected.
ACO-CD	ADMINISTRATIVE CONTRACTING OFFICER CODE (3A/N) - System generated from MOCAS based on PIIN and protected.
IS-CD	INDUSTRIAL SPECIALIST CODE (3A/N) - System generated from MOCAS based on PIIN and protected.
QAR-CD	QUALITY ASSURANCE REPRESENTATIVE CODE (3A/N) - System generated from MOCAS based on PIIN and protected.

4.2.2.4 UNKF09, UNKF10 - PROPERTY ADMINISTRATION ASSIGNMENT DATA
(CONT'D)

INSP-ACCP	INSPECTION ACCEPTANCE (1A/N) - System generated from MOCAS based on PIIN and protected.
MILSTRIP-N/Y	MILSTRIP-N/Y (1A) - Must contain N or Y.
SNSTV-PROP	SENSITIVE PROPERTY (1A) - Must contain N or Y.
DT-RVUP	DATE REVIEWED (6N) - Enter the date the contractors property control system was reviewed to determine its adequacy to control property on the contract, if available. If entered must be YY (00-99), MM (01-12) and DD (01-31) and must be equal to or greater than PA Assignment Date.
SYS-ACPT	SYSTEM ACCEPTANCE (1A) - Must contain N or Y if Date Reviewed contains data. Must be blank if date reviewed is blank.
DT-CHN-RQD	DATE CHANGE REQUIRED (6N) - If entered must be in Year (00-99), Month (01-12) and Day (01-31). Must enter if System Acceptance is N.
DT-REAPPRVD	DATE REAPPROVED (6N) - If entered must be in Year (00-99), Month (01-12), Day (01-31) format. If entered must be equal to or greater than Date Change Required. If entered System Acceptance must contain a Y.
DT-FINL-RVU	DATE FINAL REVIEW (6N) - If entered must be in Year (00-99), Month (01-12), Day (01-31) format. If entered must be equal to or greater than Date Reviewed.
DT-1593-ACO	DATE 1593 TO ACO (6N) - If entered must be in Year (00-99), Month (01-12), Day (01-31) format. Must be equal to or greater than Date Final Review.
PA-ONLY	PA ONLY (1A) - This field is system generated and protected. If this field contains a Y this indicates that this contract is PA Only. If it contains an N it indicates DCMD has full administration.
1593 REQUIRED	DD FORM 1593 REQUIRED (1A) - If a DD Form 1593 is required enter a Y in this field.
P-PIIN	PRIME PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - System generated from MOCAS based on PIIN and protected.

4.2.2.4 UNKF09, UNKF10 - PROPERTY ADMINISTRATION ASSIGNMENT DATA
(CONT'D)

P-SPIIN	PRIME SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - System generated from MOCAS based on PIIN and protected.
UT-CONTRR-NAME	PRIME CONTRACTOR NAME (1 field of 12A/N and 1 field of 13A/N) - System generated from MOCAS based on PIIN and protected.
ACO-COD-RMKS	ADMINISTRATIVE CONTRACTING OFFICER CODED REMARKS (35 fields of 2A/N) - System generated from MOCAS based on PIIN and protected.
R2 RMKS	R2 REMARKS (43A/N) - System generated from MOCAS based on PIIN and protected.
R8 RMKS	R8 REMARKS (43A/N) - System generated from MOCAS based on PIIN and protected.
SPEC-CNT-PROV	SPECIAL CONTRACT PROVISIONS (1A) - System generated from MOCAS based on PIIN and protected.
CMNTS	COMMENTS (180A/N) - May be blank, if entered need not fill.

d. ERROR MESSAGES

P01	DATE FINAL REVIEW MUST BE EQUAL TO OR GREATER THAN DATE REVIEWED - The date a final review of a contract is made cannot be prior to the date it was reviewed.
P02	DATE 1593 TO ACO MUST BE EQUAL TO OR GREATER THAN DATE FINAL REVIEW - A DD Form 1593 cannot be sent to the ACO prior to the Date Final Review.
P06	IF ENTERED, SYSTEM ACCEPTANCE MUST CONTAIN A Y - When a system is reapproved System Acceptance must be changed from N to Y.
P09	MUST ENTER VALID DATE YY (00-99), MM (01-12) AND DD (01-31) - This field must contain a valid date.
P13	IF ENTERED, MUST BE IN YY (00-99), MM (01-12) AND DD (01-31) FORMAT - This is an option date field, if entered must contain a valid date.
P14	MUST BE Y (YES) OR N (NO) - Self-explanatory.
P15	DATE REVIEWED MUST BE EQUAL TO OR GREATER THAN PA ASSIGNMENT DATE - Self-explanatory.
P21	FIELD MUST CONTAIN DATA - An entry must be made in the field highlighted. It cannot be blank.

4.2.2.4 UNKF09, UNKF10 - PROPERTY ADMINISTRATION ASSIGNMENT DATA
(CONT'D)

- P40 DATE REAPPROVED MUST BE EQUAL TO OR GREATER THAN DATE
CHANGE REQUIRED - The date a contractors system is
reapproved cannot be prior to (less than) the date it
was determined a contractors system needs change (Date
Change Required).
- P55 MUST BE Y OR BLANK - If a DD Form 1593 is desired to be
printed in the batch cycle enter a Y in this field.
- P66 MUST ENTER IF SYSTEM ACCEPTANCE IS Y - Self-explanatory.

4.2.2.5 UNKF17 - PROPERTY ADMINISTRATION REPORT REQUEST MENU

a. GENERAL - This screen provides a media to select any of the reports listed on it. The fields on this report with the exceptions of Function, Requester Code and Routing Code are used as selection parameters. For example: if it were desired to review the workload summary for a particular PA which had Special Contract Provisions A and/or K the following fields would be entered: Function B, Requester Code, Routing Code, the PA Code of the PA desired to be reviewed, A and K in the Special Contract Provisions field. This screen is generated by selecting Function F on Screen UNKF01.

b. SCREEN FORMAT - The following is a sample format for the Property Administration Report Request Menu, Screen UNKF17.

```
*****
UNKF17          PROPERTY ADMINISTRATION REPORT REQUEST MENU
CBUD: #####

      FUNC      APPLICATION

      A          COMPUTER BASED USER DOCUMENTATION
      B          PA WORKLOAD SUMMARY - UNKF600A
      C          PA WORKLOAD BY CONTRACT ADMINISTRATION OFFICE - UNKF610A
      D          PA WORKLOAD BY REGION - UNKF620A
      E          SUMMARY OF PA ASSIGNMENTS - UNKF630A
      F          PROPERTY CONTROL SYSTEM SUMMARY - UNKF640A
      G          SYSTEM STATUS SUMMARY - UNKF650A
      H          GOVERNMENT PROPERTY TOTALS - UNKF660A

FUNCTION: #    PA CODE: ##    INSPECTION ACCEPTANCE: #    DCMD: #
BUYING ACTIVITY CODE: #####    TYPE ASSIGNMENT: # KIND CONTRACT CODE: #
TYPE CONTRACT CODE: #    CONTR-EFFECTIVE DATE: ## ## ## CAO-ORG-CD: ##
SECURITY CLASSIFICATION CODE: #    ACO CODED REMARKS: ## ## ##
SPECIAL CONTRACT PROVISIONS: # # # #    PA ASSIGNMENT DATE: ## ## ##
PERFORMANCE PERIOD FROM: ## ## ##    TO: ## ## ##    CAGE: #####
REQUESTOR CODE: #####    ROUTING CODE: #####
#####
```

```
*****
FIGURE 4-20
```

4.2.2.5 UNKF17 - PROPERTY ADMINISTRATION REPORT REQUEST MENU (CONT'D)

c. INPUT INSTRUCTIONS

FUNC	FUNCTION (1A) - Must be A through H. Must enter.
PA-CD	PROPERTY ADMINISTRATOR CODE (2A/N) - If entered must match TB0252. Must enter if FUNC B is selected. If FUNC F or H is selected must enter this field DCMD or CAO-ORG-CD. If FUNC F or H is selected and DCMD and/or CAO-ORG-CD contains data this field must be blank.
INSP-ACCPT	INSPECTION ACCEPTANCE (1A/N) - If entered must match TB0009.
DCMD	DCMD (1A) - If entered must be X. If FUNC F or H is selected must enter this field, PA CODE or CAO-ORG-CD. If FUNC F or H is selected and PA-CODE and/or CAO-ORG-CD contains data this field must be blank. If FUNC E or G is selected must enter this field or CAO-ORG-CD. If FUNC E or G is selected and CAO-ORG-CD contains data this field must be blank.
BUYG-ACTY-CD	BUYING ACTIVITY CODE (6A/N) - If entered must fill.
TY-ASGM	TYPE ASSIGNMENT (1A) - If entered must be T (Subcontract Surveillance), S (Property Support), P (Normal Property Administration) or G (Disbursement only).
KIND-CONTR-CD	KIND CONTRACT CODE (1N) - If entered must match TB0003.
TY-CONTR-CD	TYPE CONTRACT CODE (1A) - If entered must match TB0004.
CONTR-EFF-DT	CONTRACT EFFECTIVE DATE (6N) - If entered must be YY (00-99), MM (01-12) and DD (01-31) format.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - If entered must match TB0040. Must enter if FUNC C is selected. If FUNC F or H is selected must enter this field DCMD or PA-CD. If FUNC F or H is selected and DCMD and/or PA-CODE contains data this field must be blank. If FUNC E or G is selected must enter this field or DCMD. If FUNC E or G is selected and DCMD contains data this field must be blank.
SCRTY-CLSN-CD	SECURITY CLASSIFICATION CODE (1A) - If entered must be T (Top Secret), S (Secret), C (Confidential) or U (Unclassified).

4.2.2.5 UNKF17 - PROPERTY ADMINISTRATION REPORT REQUEST MENU (CONT'D)

ACO-CDD-RMKS	ACO CODED REMARKS (2N) - If entered must match TB0013. May enter up to four two position codes.
SPCL-CONTR-PVN	SPECIAL CONTRACT PROVISIONS (1A) - If entered must match TB0006. May enter up to four one position codes.
PA-ASGM-DT	PA ASSIGNMENT DATE (6N) - If entered must be YY (00-99), MM (01-12) and DD (01-31) format.
PRFMC-PRD-FR	PERFORMANCE PERIOD FROM (6N) - If entered must be YY (00-99), MM (01-12) and DD (01-31) format. Must enter if Function E or G is selected.
PRFMC-PRD-TO	PERFORMANCE PERIOD TO (6N) - If entered must be YY (00-99), MM (01-12) and DD (01-31) format. Must enter if Function E or G is selected. If entered must be greater than or equal to Performance Period From.
CAGE	COMMERCIAL AND GOVERNMENT ENTITY (5A/N) - If entered must match data base.
RQSTR-CD	REQUESTER CODE (5A/N) - Must enter, need not fill.
ROUTG-CD	ROUTING CODE (6A/N) - Must enter a valid DoDAAC that matches TB0163.

d. ERROR MESSAGES

A28	KIND OF CONTRACT CODE DOES NOT MATCH TB0003 - Self-explanatory.
A29	TYPE OF CONTRACT CODE DOES NOT MATCH TB0004 - Self-explanatory.
G01	INVALID FUNCTION PLEASE RE-ENTER - The Function field cannot be blank. The entry must match a Function on the screen.
P13	IF ENTERED, MUST BE IN YY (00-99), MM (01-12) AND DD (01-01) FORMAT - This is an optional date field, if entered must contain a valid date.
P21	FIELD MUST CONTAIN DATA - An entry must be made in the field highlighted. It cannot be blank.
P27	PA-CODE IS NOT ON DATA BASE - Self-explanatory.
P36	IF ENTERED, MUST FILL - A Buying Activity is the first six positions of the PIIN, therefore, this field must always be filled.

4.2.2.5 UNKF17 - PROPERTY ADMINISTRATION REPORT REQUEST MENU (CONT'D)

- P44 MUST ENTER DCMD OR CAO-ORG-CD, BUT NOT BOTH - Self-explanatory.
- P62 MUST CONTAIN T, S, G, or P - Type Assignment Code must be P (Normal Property Administration), S (Property Support Only), T (Subcontract Surveillance), or G (Disbursement Only).
- P63 MUST CONTAIN T, S, C OR U - Security Classification Code must be T (Top Secret), S (Secret), C (Confidential) or U (Unclassified).
- P64 MUST MATCH TB0013 - Self-explanatory.
- P67 MUST MATCH TB0006 - Self-explanatory.
- P68 MUST ENTER PA-CD, DCMD OR CAO-ORG-CD - Function E requests Report UNKF630A SUMMARY OF PA ASSIGNMENTS. This report is listed by DCMD, PA or CAO, therefore, one of the three codes must be entered.
- P69 MAY ENTER PA-CD, DCMD OR CAO-ORG-CD. BUT NOT MORE THAN ONE - Function E requests Report UNKF630A SUMMARY OF PA ASSIGNMENTS. This report is listed by DCMD, PA or CAO, therefore, only one of the three codes may be entered.
- P74 CAO-ORG-CD DOES NOT MATCH DATA BASE - Self-explanatory.
- P75 INSP-ACCPT MUST MATCH TB0009 - Self-explanatory.

4.2.2.6 UNKF25 PROPERTY ADMINISTRATION INQUIRY MENU

a. GENERAL - This screen provides a medium to select any of the inquiries listed on it. This screen is generated by selecting Function E on Screen UNKF01.

b. SCREEN FORMAT - The following is a sample format for the Property Administration Inquiry Menu, Screen UNKF25:

```
*****
UNKF25          PROPERTY ADMINISTRATION INQUIRY MENU
CBUD: #####
```

FUNCTION	INQUIRY SELECTION
A	COMPUTER BASED USER DOCUMENTATION
B	PROPERTY ADMINISTRATION INQUIRY BY PIIN/SPIIN
C	PROPERTY IN CUSTODY OF CONTRACTOR
D	PROPERTY CONTROL SYSTEM INQUIRY
E	PROPERTY IN CUSTODY OF CONTRACTOR BY SYSTEM-ID
F	PA CODE TO PA NAME TABLE
G	OUTSTANDING REPORT REQUEST REVIEW/DELETE

```
          FUNCTION: #
          CAGE: #####
SYSTEM IDENTIFICATION: ##
          PIIN: #####
          SPIIN: ####
          CAO-ORG-CD: ##
```

```
#####
```

```
*****
```

FIGURE 4-21

c. INPUT INSTRUCTIONS

FUNC FUNCTION (1A) - Must be A through G. Must enter.

CAGE COMMERCIAL AND GOVERNMENT ENTITY (5A/N) - Must enter
if Function is C, D or E. If entered must match data
base.

4.2.2.6 UNKF25 PROPERTY ADMINISTRATION INQUIRY MENU (CONT'D)

SYS-ID	SYSTEM IDENTIFICATION (2A/N) - Must enter if Function is E. First position must be M or L. If first position is L second position must be alpha. If entered this field in combination with CAGE must match data base. If Function C or D is selected and valid data is entered into this field only the System Identification inquired will be displayed. If this field is left blank each System Identification will display in alphabetical order.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Must enter if Function B is selected. If entered must match data base.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - If entered, this field in combination with PIIN must match data base. If entered, PIIN must be filled. This field may be blank.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - Field may be blank. If entered must match data base. If Function F is selected and valid data is entered into this field only the CAO will be displayed. If this field is left blank each CAO will display in alphabetical order.

d. ERROR MESSAGES

G01	INVALID FUNCTION PLEASE RE-ENTER - The Function field cannot be blank. The entry must match a Function on the screen.
I09	CAO-ORG-CD DOES NOT MATCH TABLE OF VALID CAO CDS - Self-explanatory.
P05	MUST ENTER PIIN - Self-explanatory.
P16	IF FIRST POSITION OF SYS-ID IS L 2nd POSITION MUST BE ALPHA - Self-explanatory.
P21	FIELD MUST CONTAIN DATA - An entry must be made in the field highlighted. It cannot be blank.
P32	DATA DOES NOT MATCH AN ELEMENT ON THE DATA BASE - Self-explanatory.
P34	FIRST POSITION MUST BE M OR L - The first position of the System Identification must contain an M (Major) or an L (Limited).

4.2.2.7 UNKF30 PA CODE TO PA NAME TABLE MANAGEMENT

a. GENERAL

UNKF30 is generated by entering Function G on Screen UNKF01. The purpose of this screen is to add, change or delete data on TB0252. This screen will function differently depending on the Action Code. Current PA Code, PA Name and CAO-ORG-CD will always be protected. The following paragraphs explain how this screen function when Action Codes A, C and D are used:

(1) ACTION CODE A - Action Code A is used to enter a New PA Code, PA Name and CAO-ORG-CD. After valid data are entered and ENTER is depressed add these data elements to TB0252 and display the following message TRANSACTION PROCESSED ENTER ADDITIONAL DATA OR PA2 TO EXIT. If data are entered in New PA Code must enter some Data in New PA Name and CAO-ORG-CD. To add a second CAO- ORG-CD for a specific PA use Action Code C.

(2) ACTION CODE C - Action Code C is used to change either PA Code, PA Name or CAO-ORG-CD (e.g., assume Mary Smith had a PA Code of RW she could change her name to Mary Jone and retain her PA Code of RW). The user must first enter the current PA Code in New/Change Code field, that matches TB0252 and depress ENTER. The system will display the Current PA Code, PA Name and CAO-ORG-CD. The user is now able to change the PA Name and/or CAO-ORG-CD using the New/Change PA Name and/or CAO-ORG-CD fields by entering the correct data and depressing ENTER. When ENTER is depressed Screen UNKF01 will display. For instructions on changing the PA Code see Action Code D below.

(3) ACTION CODE D - Action Code D is used to delete a PA Code and PA Name combination. The PA Code must be entered in the New/Change PA Code field and ENTER must be depressed. The system will display the PA Code, PA Name and CAO- ORG-CD in the Current PA Code, PA Name and CAO-ORG-CD fields, (provided the PA Code is valid), and display the following message on the message line PRESS ENTER TO CONFIRM DELETE. PA2 TO EXIT. The system will return to Screen UNKF01 whether ENTER or PA2 is depress. If a PA Code is to be changed, even if the PA Name and/or CAO-ORG-CD is unchanged, the entire entry must be deleted and reentered as an Action Code A.

4.2.2.7 UNKF30 PA CODE TO PA NAME TABLE MANAGEMENT (CONT'D)

b. SCREEN FORMAT

UNKF30 PA CODE TO PA NAME TABLE MANAGEMENT

CBUD: #####

ACTION CODE: #

CURRENT

PA CODE: ##

PA NAME: #####

CAO-ORG-CD: ##

####

PA CODE: ##

PA NAME: #####

CAO-ORG-CD: ##

#####

FIGURE 4-22

c. INPUT INSTRUCTIONS

ACTN-CD ACTION CODE (1A) - System generated from Screen
UNKF01 and protected.

PA-CD PROPERTY ADMINISTRATOR CODE (2A) - If ACTN-CD is C or
D, must enter and match TB0252. If ACTN-CD is A,
must enter and must not match TB0252.

PA-NAME PROPERTY ADMINISTRATOR NAME (28AN) - Field must
contain some data, it need not be filled.

CAO-ORG-CD CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE
(2AN) - Must match data base.

4.2.2.7 UNKF30 PA CODE TO PA NAME TABLE MANAGEMENT (CONT'D)

d. ERROR MESSAGES

I09	CAO-ORG-CD DOES NOT MATCH TABLE OF VALID CAO CDS - Self-explanatory.
P08	PA CODE ALREADY EXISTS. CANNOT ADD - The Property Administrator Code is already on the data base, cannot use Action Code A.
P21	FIELD MUST CONTAIN DATA - An entry must be made in the field highlighted. It cannot be blank.
P27	PA-CODE IS NOT ON DATA BASE - Self-explanatory.